

MEETING MINUTES
LASSEN COUNTY CHILDREN AND FAMILIES COMMISSION

Thursday, September 6, 2001

Barry Creek Meeting Center, 1345 Paul Bunyan Road, Suite B
Susanville, California

Commission Members Present:	Karol Merten, Yvonne O'Neill, Janice Irvin, Betsy Elam, Dave Jones, and Cheryl Smith
Members Absent:	Jim Chapman, Patsy Jimenez, and Bobby Malone
Staff to the Commission:	Laura J. Roberts
Visitors Present:	Janet Lasick, Barbara Tiner

1. **Call to Order:** Chairperson, Cheryl Smith at 1:40 p.m, called the meeting to order. The Chairperson welcomed all present. Introductions: All members of the Commission, and visitors introduced themselves.
2. **Approval of Minutes:** The minutes of the August 2 and August 28 meetings were presented. The Minutes of August 2, 2001 were corrected to show a date of August 2, 2001 rather than August 28. Betsy Elam moved that the minutes of August 2, be approved as corrected and the minutes of August 28 be approved as submitted. Dave seconded the motion. Karol abstained from voting because she was absent at the August meetings. All other commissioners present voted to approve the minutes as corrected and submitted.
3. **Fiscal Report:** The fiscal report was given stating that we have a balance of \$759,052.72. Commissioner Irvin pointed out that Sandra Adams name showed on the disbursements twice when in fact one of the disbursements should have been to Adams Day Care Facility. Laura was asked to follow this up and get it corrected. Laura reported that Bartig, Basler & Ray for the previously authorized sum of \$1,500.00, would conduct the annual audit. The audit will be conducted during the week of September 17, 2001.
4. **Commissioner's Retreat:** None of the Commissioners present are able to attend the retreat. Some expressed interest in attending the March 2002 Commissioner's Conference rather than the retreat.
5. **Logo:** Laura stated that the State Children and Families Commission has encouraged all Commissions to adopt the state logo format with the name of the county incorporated into it. Karol moved that the logo be adopted as the official logo of the Lassen County Children and Families Commission, Betsy seconded the motion, and it carried unanimously.
6. **Visit from State Director of Children and Families Commission:** Laura stated that Jane Henderson would like to visit the Commission at the October 4, 2001 meeting. We may have to change the time and place of the meeting depending on her schedule. It was

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suggested that we have the meeting at the Career Network, that we have a Power Point Presentation with photos covering local Prop 10 efforts and that we also provide refreshments. As soon as the details of her visit are firmed up, everyone will be notified of any changes in the time and place. For now, the meeting date, time, and place will remain as usual pending changes for the visit.

- 7 & 8. **Large Grant and Planning Grant Application Form and Process:** A great deal of discussion ensued surrounding the large grant and planning grant application process and the funds to be allocated for the second round of grants. Information on the School Readiness (SR) Initiative was presented also. The SR Initiative has a matching funds requirement and the financial impact of this Initiative to the local Prop 10 funds is not clear at this time. It was suggested that all large grant funding be temporarily suspended pending a full understanding of the potential impact to local funds. Commissioner Merten moved that full grant and planning grant processes be temporarily suspended, Commissioner Jones seconded the motion, and it carried unanimously.
9. **Compensation and Retention Project Implementation Plan:** The Child Care Provider Compensation and Retention Project Application was submitted on September 5 to the State Commission. Award letters for successful applicants are to be released by October 15, 2001. A plan for implementation of the project by Diversified Management was presented. Discussion ensued concerning the plan and budget. Laura pointed out that all local Prop 10 funds dedicated to the project would be used for compensation to eligible providers. A portion of the matching funds from the State Commission were budgeted to cover the cost of implementation which includes administration, training, media, travel, adaptation of the required Packard database software, and program evaluation. Diversified Management is willing to implement the project for the stated costs if the Commission feels it appropriate. Commissioner Elam moved to grant permission to Diversified Management to implement the project as proposed in the grant application budget, Commissioner O'Neill seconded the motion, and all Commissioners present unanimously approved the motion.
10. **School Readiness Initiative:** A discussion ensued concerning the School Readiness Initiative and its similarities to the full grant awarded to ComPAC to implement a Family Resource Center. ComPAC has expressed a willingness to adapt their scope of work to whatever is required to incorporate the School Readiness goals and objectives. Barbara Tiner, the new Project Coordinator of ComPAC spoke briefly. The Commission indicated that they were pleased that the full grant that ComPAC was awarded earlier would incorporate school readiness components and that it would have the outreach plan to other areas of Lassen County to develop similar centers. A Power Point Presentation further informed the Commission of the School Readiness Initiative, Lassen County's

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eligibility, how to participate, and the timelines involved. The Commission expressed a strong desire to participate in the initiative and indicated they would like to vote on the matter at the next meeting. SR presentations were planned for the Soroptomist Club, the School Administrator's meeting, and the Special Education teachers meeting on the 10th.

11. **Overview of LCCFC Mission, Vision, Goals:** Postponed until future meeting.
12. **Updates:** ComPAC – Barbara Tiner stated that they were looking for office space and should be settled soon and beginning work on their Prop 10 grant. Mini Grants – Laura stated that all mini grants were progressing pretty much on schedule; the New Parent Kit was scheduled for launch at a media event in Los Angeles on September 25, 2001 so kits should be available to our area in the 3rd or 4th week of October. Laura met with the ComPAC Strong Families Partnership and went over the Strategic Plan and asked for input for the annual update. The Lassen Children and Families Commission sponsored The California Endowment visit to Susanville wherein a training meeting was held focused on applying for healthy communities grants. Laura commented on the Annual Audit and Annual Report progress indicating that it is due to the State Commission by October 15. She stated that a public hearing is to be held for each one of the reports, however, should draft reports can be forwarded to the State Commission on October 15th as long as the public hearing is held as soon as possible after October 15 and documentation of the hearing is provided. No Strategic Plan Review meeting has been held with the Doyle Charter School group yet.
13. **Resignation of Commission Member:** Commission Chairperson Cheryl Smith presented her letter of resignation stating that increased commitments and home schooling for her children as well as other priorities require her attention and make it impossible for her to continue as a Commissioner. She thanked the Commission for the opportunity to serve for the past three years and expressed her enjoyment at working with such a dedicated team so willing to give of their time for children. On behalf of the entire Commission a Certificate of Appreciation was presented to Cheryl. With regret, it was moved by Commissioner Irvin, seconded by Commissioner Elam, that the resignation of Cheryl Smith be accepted. The motion carried unanimously. Laura was directed to inform the County Clerk to begin recruitment process for a new Commission member.
14. **Open Comment:** Commissioner O'Neill reminded everyone to please turn in their conflict of interest form and review sheets for the mini grants.
15. **Next Meeting:** The next meeting is set for October 4th at 1:30 p.m. at the Barry Creek Meeting Center. The place and time may change for Jane Henderson's visit. A public hearing on the Annual Report and Annual Audit will be held.

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16. **Adjournment:** There being no further business, Commissioner Elam moved that the meeting be adjourned, Commissioner Merten seconded the motion, and it carried unanimously. The meeting was adjourned at 3:30 p.m.